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DD/A Registry

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ODP # 304677

MEMORANDUM FOR: Director of Data Processing

FROM: Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT: Directorate of Administration
Declassification Review Guidelines

1. In order to promote uniformity in conducting the declassification review of DDA records, the Records Review Branch of ISAS has prepared the attached comprehensive topical review guideline. This guideline is intended for use on all documents and information originated by or attributable to any past or present component of the DDA, wherever found.

2. On 30 June, your Office informed RRB that it "did not create any records in the 1946-1956 period which requires declassification review." In a subsequent conversation with your declassification focal point officer, RRB obtained ODP consent to review any material relating to computers, ADP systems, etc. in accordance with guidance supplied by the originator of the records containing such material.


3. The attached guideline is forwarded for your review and information. RRB made every effort to cover the security sensitivities of all DDA components. Please inform RRB, through your focal point officer, if you believe any additional items should be added. A response to RRB concerning this guideline is requested within five days of receipt by your Office.

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Michael J. Malanick

Attachment: a/s

OUTLINE: DDA REVIEW GUIDELINE

- I. General Guidance
- II. Sources and Methods
- III. Official Liaison
 1. Foreign
 2. Domestic
- IV. Intelligence Administration
 1. Personnel and Cover
 2. Finance
 3. Logistics and Support
- V. Equipment and Research
- VI. Technical Intelligence Collection
 1. COMINT
 2. ELINT
 3. T-TK
 4. 
 5. OTHER

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Appendix: Equipment Designation Abbreviations